



DEPARTMENT OF PERSONNEL

ADMINISTRATIVE REGULATION NO. 144

COMPASSION LEAVE

Effective: December 1, 2020

Revised: December 1, 2020

I POLICY

The purpose of this policy is to provide guidance regarding the granting of Compassion Leave for absences required due to the death of an employee's family member.

II. ELIGIBILITY

Bi-weekly paid employees who occupy permanent competitive positions in the classified service working twenty (20) hours per week or more are eligible for compassion leave. Employees in limited-term or emergency appointments; employees paid on an hourly, per performance or unit-of-work basis; and regular bi-weekly paid employees working less than twenty (20) hours per week are not eligible for compassion leave.

II. LEAVE WITH PAY

A. Employees shall be granted paid time off up to 24 hours for compassion leave for a death of an immediate family member. The following are qualifying members of the immediate family:

1. Spouse – husband, wife or domestic partner
2. Parents – natural and adopted parents or someone who acted in lieu of a parent
3. Children – natural, foster and adopted, stepchildren and grandchildren
4. Mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, great grandparent-in-law
5. Siblings – natural, foster and adopted brothers, sisters, stepbrothers and stepsisters

6. Grandparents, great grandparents

- B. Except as provided hereafter, paid time off granted for an incident of compassion leave will not exceed twenty-four (24) working hours (adjusted proportionately for employees whose average work week is more or less than forty (40) hours).
- C. Full-time, permanent employees in the Fire Division Pay Schedule who work twenty-four (24) hour shifts shall be granted up to forty-eight (48) hours (2 working days) of compassion leave in the event of a death of an immediate family member.
- D. Up to four (4) hours of compassion leave may be granted by the appointing authority to an employee for the death of any family member who is not a member of the employee's immediate family (e.g., aunt, uncle, niece, nephew, first cousin).

II. GENERAL

- A. Employees must complete an "Employee Leave Request Form," (Stan-007 Rev. 2/18) when requesting time off for compassion leave.
- B. An employee who is unable to report for work because of a death in the family must notify his or her supervisor or other designated person within the reasonable time limits set by the appointing authority. Employees should be advised of the time, place and person to whom absences are to be reported.
- C. The appointing authority reserves the right to request appropriate documentation from the employee justifying the need for compassion leave.
- D. Employees who provide false information when requesting compassion leave may be subject to disciplinary action up to and including dismissal.

Questions concerning this administrative regulation should be directed to the Personnel Services Section of the Department of Personnel at 622-5798.

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